



## WYOMING DEPARTMENT OF CORRECTIONS

### Policy and Procedure #1.210 Employee Compensation and Recording of Hours Worked

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<b>Authority:</b> Wyoming Statute(s): 25-1-104; 25-1-105  ACA Standard(s): 4-4065; 2-CO-1C-22;  PREANS 115.13  28 C.F.R. 115:	<b>Effective Date:</b> September 15, 2015 <b>Revision/Review</b> 02/20/14 <b>History:</b> 02/15/13 10/10/11 09/01/08 03/01/08  <b>Summary of Revision/Review:</b> Updates existing policy pursuant to annual review.
<b>Cross Reference of Policy:</b>  P&P 1.208, <i>Employee Leave</i> ; P&P 1.211, <i>Staffing and Work Schedules</i>	<b>Supersedes Existing Policy:</b> <b>Policy and Procedure</b> Policy and Procedure #1.210, <i>Staffing, Work Schedules, and Recording of Hours Worked</i>
<b>Approved:</b>  R.O. Lampert Robert O. Lampert, Director	
8-20-15 Date	

*The policy and procedures set forth herein does not constitute an employment contract or a guarantee of continued employment. The Wyoming Department of Corrections reserves the right to change the provisions of these guidelines at any time. Nothing in this policy and procedure limits the Director's authority to establish or revise human resource policy. This policy and procedure is adopted to guide the internal operations of the Wyoming Department of Corrections and does not create any legally enforceable interest or limit the Director's or designee's authority to terminate any employee, in accordance with the State of Wyoming Personnel Rules. No application of this policy shall be construed or interpreted to provide the compensation for overtime at a rate exceeding time and one-half (1 ½).*

#### REFERENCE

1. ATTACHMENTS
  - A. Pay Approval Form
2. OTHER
  - A. *State of Wyoming Personnel Rules*, Department of Administration and Information, Human Resources Division
  - B. *State of Wyoming Compensation Policy*, Department of Administration and Information, Human Resources Division



I. PURPOSE

- A. The purpose of this policy is to provide guidance regarding the recording of hours worked, and employee compensation in compliance with the Fair Labor Standards Act of 1938, as amended (FLSA), 29 U.S.C. Sections 201-219.

II. POLICY

- A. **Compensation in Accordance with Policy and Law.** It is the policy of WDOC to compensate employees for hours worked in accordance with the *State of Wyoming Compensation Policy*, *State of Wyoming Personnel Rules*, and provisions of applicable state and federal law.
1. **Pay Increases for WDOC Employees.** In accordance with the State of Wyoming Compensation policy, base pay increases for WDOC employees will be appropriated by the legislature, approved by the Governor and implemented by A&I Human Resources Division. The Director cannot authorize base pay increases for WDOC employees except in the case of job re-appointment from one pay grade to another pay grade. In this event, base pay will be determined to ensure pay equity for similarly situated employees in the same classification.
- B. **Budget requirements.** It is the policy of the WDOC to be a good steward of State of Wyoming funds and ensure the agency is using sound fiscal judgment when establishing hiring rates and other forms of compensation.
- C. **Compensation and Benefits.** Compensation and benefits for all WDOC employees shall be as defined in the *State of Wyoming Personnel Rules*, the *State of Wyoming Compensation Policy*, and any other applicable state or federal law or policy pertaining to State of Wyoming employees. WDOC shall provide for the equitable and consistent application of employee compensation and benefit levels.
1. Compensation and benefit levels for all WDOC personnel shall be comparable to those for similar occupational groups in the state or region. (ACA 4-4065; 2-CO-1C-22)
2. Hiring rates shall be based on the work performed, the duties and responsibilities assigned, and other relevant factors which may include consideration of recruitment and retention issues, internal pay equity, market rates, and the training and qualifications of the employee being appointed.



### III. DEFINITIONS

- A. **A&I HRD:** The Department of Administration & Information is the backbone of state government providing services to all branches of government through the divisions of Human Resources, General Services, Construction Management, Economic Analysis, Budget and State Library. HRD is the Human Resources Division with statutory responsibilities in the following areas: Provide for personnel hearings, support to the compensation commission, establish, administer and promulgate reasonable rules for personnel classification systems, compensation plans, applicant selection and recruitment systems, and performance appraisal systems.
- B. **Base Pay:** Each employee is paid a monthly salary in compensation for working a full monthly schedule. This monthly salary is referred to as the employee's base pay or base salary and paid at the last working day of the end of the month.
- C. **Compensatory Time:** *(For this policy only.)* Leave time accrued at a rate of one and one-half (1 ½) hours for each hour worked for a non-exempt employee in lieu of receiving overtime pay.
- D. **Exception Pay.** This is pay that is not the base pay, only eligible employees may receive exception pay. Exception pay cannot be calculated during the month it is earned. These items are calculated after the standard monthly pay period is complete and will be paid the following month. Exception pay items include overtime, compensatory time, shift differential, on-call pay, call-back pay, and holiday pay.
- E. **POST-Certified Employee:** Correctional officers, corporals, sergeants, lieutenants, captains and majors who serve as security personnel in Wyoming Department of Corrections correctional facilities.
- F. **Hours Worked:** *(For this policy only.)* The hours during which an employee has reported for duty or all time that an employee is permitted to work for the State.
- G. **Pay Cycle or Work Cycle.** The set time period used to determine a work schedule and when overtime pay or compensatory time is calculated.
- H. **Pay Period.** WDOC uses a monthly pay period where the employee will receive compensation for hours worked.



- I. **Security Personnel:** This refers to POST-Certified staff that work in correctional institutions and meet the definition for the 207(k) exemption under the Fair Labor Standards Act. This includes correctional officers, corporals, sergeants and lieutenants.
- J. **Servicing Human Resources Office:** The office dealing with matters involving employees, such as hiring, payroll, labor relations, and benefits.
- K. **Specialty Pay/Add-On:** *(For this policy only.)* A non-base pay adjustment given to employees assigned to specialized teams which perform tasks involving safety and security purposes or utilizing specialized certification credentials for performing duties within the agency.
- L. **Temporary Assigned Duty Point:** *(For this policy only.)* The location of an employee's duty assignment other than the employee's personal residence or the employee's regular place of employment, including another Wyoming Department of Corrections office or facility, or the location of a conference, a meeting, a seminar, or a training program to which the employee has been formally assigned.
- M. **WDOC Human Resource Manager:** The person assigned to oversee the management of the agency's human resources policies, operations and systems.
- N. **Work Schedule:** *(For this policy only.)* The days of the week and times of the day a particular employee is scheduled to work.

#### IV. PROCEDURE

- A. **Job Classification and Pay Tables.** WDOC employees are assigned to a classified position and paid a monthly salary established by the pay tables for the job classification as determined by A&I HRD. WDOC has a set number of classified positions. Requests for additional positions must be authorized by the legislature.
  - 1. WDOC shall compensate employees in accordance with the State of Wyoming Compensation Policy and the State of Wyoming Personnel Rules.
- B. **Pay Day.** Pay is distributed on the last business day of the month. Monthly pay includes the current month's base salary (referred to as Base Pay), longevity and the previous month's exception pay items such as overtime, shift differential and holiday premium pay.



1. **Pay Period (Monthly).** WDOC employees are assigned a work schedule with a set pay period. The pay period sets the number of work hours required by an employee to work as well as when overtime pay is required.
  - i. **Standard Workweek.** Each workweek shall begin at 12:01 A.M. Saturday, continue through for seven (7) consecutive days (168 hours) and shall end at 12:00 mid-night on Friday. A standard workweek shall encompass a forty (40) hour week for full time employees.
  - ii. **Eight (8) Day Cycle.** An eight (8) day work cycle consisting of four (4) days of twelve (12) hours and fifteen (15) minutes each day on duty and four (4) consecutive days off, with a varied beginning workday. Each cycle will begin at 12:01 A.M. and end at midnight of the eighth day. A standard eight (8) day cycle shall encompass a forty-nine (49) hour week for full time employees.
- C. **Pay Classification.** All WDOC employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand pay classifications. These classifications do not guarantee employment for any specified period of time.
  1. **Nonexempt employees.** Employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.
  2. **Exempt employees.** Generally managers or employees who meet the requirements for exemption as professional, administrative or technical staff. These employees ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.
- D. **Compensation.** In addition to monthly base pay WDOC employees may receive additional compensation as outlined below.
  1. **Overtime.** A non-exempt employee shall receive overtime payment or compensatory time for actual hours worked in excess of forty (40) hours per week for a standard workweek as outlined in section IV.B.1.i, or in excess of forty-nine (49) hours for eight (8) day cycles. The compensation rate is one and one-half (1 ½) times the regular rate of pay. See Tables 1 and 2 for more information regarding hours worked and when overtime is calculated.



- i. Compensation for overtime or compensatory time shall be in accordance with the *State of Wyoming Compensation Policy* and the *State of Wyoming Personnel Rules*.
  - a. Section 207(k) of Title 29, United States Code (FLSA) includes special provisions regarding overtime hours for FLSA non-exempt security personnel in correctional institutions. WDOC uses this provision, as approved by the Director and A&I HRD (*see WDOC Policy and Procedure #1.211, Staffing and Work Schedules for more information*).
  - b. Overtime is exception pay and will be paid the following month. Compensation for overtime may be in the form of compensatory time, or as a combination of compensatory time and paid time, if the employee so designates.
    - (1) At the end of the pay period, if the employee fails to designate a preference the full overtime amount shall be paid.
  - c. Overtime during the months of November and December of each year will be paid to the employee as additional wages and may not be accrued as compensatory time.
  - d. Additional provisions regarding overtime such as supervisory approval and maximum hours allowable in a month are referenced in the WDOC Policy and Procedure #1.211, *Staffing and Work Schedules*.
2. **Compensatory Time.** Non-exempt employees may choose to accrue Compensatory time in lieu of being paid for overtime. Employees must make their selection to receive compensatory time in writing.
  - i. Compensatory time is available for use the month following its accrual.
  - ii. The maximum number of hours of compensatory time an employee can accrue shall be limited to ninety-six (96) hours. Thereafter, overtime earned will be paid to the employee as additional wages.
  - iii. Requirements for Use of Compensatory Time.



- a. Employees are responsible for ~~efficiently~~ managing their leave balances to include reviewing available leave balances and not using more leave than accrued.
  - b. Employees who fail to use leave appropriately may be subject to disciplinary action up to and including dismissal.
  - c. Compensatory time must be used no later than December 31<sup>st</sup> of each calendar year.
  - d. *State of Wyoming Personnel Rules* require compensatory time be used before vacation/annual leave. An employee who is in a “use it or lose it” situation concerning earned vacation/annual time may request payment for unused compensatory time to facilitate the use of vacation/annual leave prior to the end of the calendar year as approved by the Director.
  - e. When requesting use of compensatory time, sufficient notice must be given to allow management to make informed decisions based upon operational considerations, including expected absences and unplanned vacancies.
  - f. Employees who request to use compensatory time shall be permitted to use such time as long as mandated staffing levels are met, the request does not unduly disrupt the operation of the facility/agency and the request does not jeopardize the safety and security of a facility.
  - g. Use of compensatory time shall not be given precedence over the granting of a vacation request by another employee.
- iv. **Unused Compensatory Time.** All employees will be required to use compensatory time or receive the pay equivalent for earned compensatory time as follows.
- a. Unused compensatory time balances as of December of each year shall be paid off during the first available payroll cycle following verification of the leave balance; or
  - b. On other dates approved by the A&I HRD; or



- c. Upon separation from State service; or
  - d. As of one (1) day prior to a promotion effective date; or
  - e. Upon transfer to another agency of state government; or
  - f. As deemed appropriate by the director.
- 3. **Longevity Pay.** WDOC employees shall be compensated at the established longevity rate for each sixty (60) months (5 full years) of continuous Executive Branch State service. Longevity payments shall begin the month following the completion of sixty (60) months continuous service.
  - i. The longevity rate is determined by the State of Wyoming personnel rules and the Legislature.
- 4. **Shift Differential.** In accordance with the State of Wyoming Compensation policy, WDOC offers two shift differentials.
  - i. **Evening Shift Differential.** A 5% premium paid to non-exempt employees who are **regularly** assigned hours of work from 6:00 PM to 6:00 AM Monday through Friday. Eligible employees are those who are required or scheduled, with supervisory approval, to work after 6:00 PM due the needs of the facility or the requirements of the field office.
    - a. Employees not regularly assigned to work during shift differential hours that incidentally work after 6:00 PM and before 6:00 AM are not eligible for shift differential for those hours incidentally worked.
  - ii. **Weekend Shift Differential.** A 5% premium paid to non-exempt employees who work at a WDOC institution and are **regularly** assigned hours of work from 12:01 AM Saturday to 11:59 PM Sunday.
- 5. **Specialty Pay/Add-On Pay.** The WDOC offers specialty pay adjustments for participation on a specialized team, for receipt of a work-related specialized certification or for other reasons as determined by the Director and approved by A&I HRD which may require a pay adjustment.





- i. Specialty Pay Adjustments are only valid while the employee is a member of a specialized team, is certified or performing duties approved for specialty pay.
  - ii. Specialty Pay Adjustments are valid for a calendar year and must be renewed at the end of each year.
  - iii. **Request for Specialty Pay.** All specialty pay adjustment requests must be submitted in writing to the servicing Human Resources Office. The written request will be submitted to the WDOC Human Resources Manager or designee for processing. The Director has final WDOC approval. All Specialty Pay Adjustments must be approved by A&I HRD prior to use.
  - iv. **Pay Approval Forms.** Once approved, the servicing Human Resources Office will process a Pay Approval Form to initiate the payment of the non-base pay adjustment. Pay Approval Forms are required for all employees who are receiving or losing the pay adjustment.
6. **Holiday Pay.** The State of Wyoming recognizes nine (9) official holidays each calendar year. Since WDOC institutions are operational twenty-four (24) hours a day, three hundred sixty-five (365) days a year, WDOC employees may have to work on the official State holiday or work a full schedule with no extra day off for the holiday. In these events, WDOC employees will receive the following:
  - i. **Holiday Premium Pay**
    - a. Non-exempt employees required to work on an official State holiday will be paid a premium rate of one and one-half (1½) times their compensation rate for all hours worked; or be given compensatory time at a rate of one and one-half (1½) hours off for each hour worked during the holiday. Selection of compensatory time in lieu of holiday premium pay must be made in writing.
    - b. **Exempt Paid Time Off.** Exempt employees required to work on the official State holiday, shall be granted paid time off at the rate of one and one-half (1½) hours off for each hour worked. This is earned as Exempt Paid Time Off in accordance with Chapter 6, Section 5 of the State of Wyoming Personnel Rules. Exempt employees who are



required to work a minimum of one (1) hour or more will receive exempt paid time off for each hour worked.

- (1) In order to qualify for Exempt Paid Time Off, the supervisor must require, in writing, the exempt employee to work on the Official State Holiday.
- (2) Exempt employees who choose to work on an Official State Holiday are not entitled to Exempt Paid Time Off.

ii. **Holiday Base Pay.** Non-exempt employees required to work a full forty (40) hour or forty-nine (49) hour schedule during a holiday week will receive up to eight (8) hours of holiday base pay to compensate the employee for the additional hours worked in lieu of receiving a paid leave day.

7. **On-Call Pay.** A non-exempt employee, who is **required** to remain on the agency's premises or who is **required** to be able to report immediately (within thirty (30) minutes or less) to work, is working on-call.

- i. On-call pay shall be \$1.00 per hour for the time period the employee is waiting to be called back to work.
- ii. On-call employees conducting business without a physical return to work shall be paid for actual hours worked so long as the work was substantial in nature (at least eight (8) minutes in duration or longer) and procedures established by the supervisor have been followed for verifying the time and performance of work.
- iii. When the on-call employee is required to return to work, work time is covered by call back pay.

8. **Employees Required to Respond to Work Calls on a State Assigned or Personal Cell Phone.** Employees required to carry a cell phone or leave word where the employee may be reached, and/or are subject to be called back to work within a reasonable reporting time (thirty (30) minutes or more), will not be eligible for on-call pay.

- a. Non-exempt employees who respond to a phone call and conduct business without a physical return to work shall be paid for actual hours worked. The work must be substantial in nature (at least eight (8) minutes in duration).



- b. Non-exempt employees who report back to work will receive call back pay as outlined in this policy.

9. **Call Back Pay.** A non-exempt employee who is called back to work during other than normally scheduled work hours shall be paid for call back pay.

- i. An employee shall be compensated for a minimum of two (2) hours of pay regardless of hours worked, beginning upon arrival at the regularly assigned work location. Any hours exceeding the original two (2) hours shall be paid on an hour for hour basis. For overtime purposes, only actual hours worked during the call-back period shall be used to determine total workweek hours. Each call back period shall stand alone when determining the original two (2) hour period.
- ii. Upon reporting to the facility, office, or call back location employees using the time clock will clock in upon arrival at the facility and clock out when the work task is complete. If the work hours were less than two (2) hours, call back pay will be added to the time sheet to equal two (2) hours of pay. For example, if an employee is called back for thirty (30) minutes of work, call back pay of one (1) hour and thirty (30) minutes will be added to the time sheet to total two (2) hours of pay.
- iii. Travel time to and from the call back location is considered commuting time and is not hours worked.

E. **Compensation for Travel.** WDOC employees may be required to travel in the United States to perform job duties, attend conferences or training seminars or for other work-related reasons. In accordance with the Portal-to-Portal Act and the State of Wyoming Compensation policy, non-exempt employees are eligible for compensation for the time they spend traveling from the usual work location to another location, including time spent as a passenger during their normal work hours.

- 1. Employees are required to accurately track time spent traveling and report travel time on their time sheets upon conclusion of travel. Meal periods, sleeping periods and time spent on non-work related activities is not work time and should not be included as hours worked on the time sheet.
  - i. If a WDOC time clock is available while traveling, staff shall use it to clock in and clock out (*e.g.*, training academy, central office meetings, etc.)



2. **Commuting time.** Time spent traveling from home to work or from a motel to a temporary duty point is considered commuting time and is not work time. This time should not be recorded as hours worked.
  3. **Temporary Duty Point.** An employee traveling overnight will be assigned a temporary duty point (*e.g.*, hospital for hospital duty, conference site, training location, another facility, etc.) The employee will also have a “home” location (*e.g.*, motel, dorm room, etc.) All travel time from the regular work location to the temporary duty point and the “home” location is work time. Once the “home” location is established, travel time from the “home” location to the temporary duty point is considered commuting time.
    - i. All time spent at the temporary duty point is considered hours worked and must be recorded on the employees time sheet.
    - ii. When an employee travels between two (2) or more time zones, the time zone associated with the point of departure shall be used to determine the number of hours worked.
- F. Breaks.** An employee may be allowed one (1) fifteen (15) minute break (also referred to as a rest period) for each four (4) hour work period. Breaks shall be scheduled with approval of the employee’s supervisor to ensure adequate coverage of job functions. Breaks shall be counted towards hours worked.
1. Breaks shall not be:
    - i. Included in starting/ending workday periods, or
    - ii. Taken consecutively or included in the computation of meal periods, except when actively participating in the agency’s wellness program.
  2. Breaks will be scheduled when possible. Missed breaks are forfeited.
- G. Meals.** Meal periods should be scheduled with approval of the employee’s supervisor to ensure adequate coverage of job functions. Employees shall take at least a half hour meal period unless otherwise directed by their supervisor for a longer meal period.
1. Meal periods shall not be included in the computation of starting/ending workday periods.



2. Meal periods shall be considered hours worked when a non-exempt employee performs any duties, whether active or inactive, while eating. It is not necessary that an employee be permitted to leave the premises if otherwise completely freed from duties during the meal period.
3. **Meals for Staff While at a Correctional Facility.** Employees working at a WDOC correctional facility are provided with a meal through the facility's food service operation. Employees have the choice of eating the prepared meal or providing their own meal. In some cases, employees may be required to remain on-duty while eating a meal. The following provisions shall apply to all employees while they are assigned to work within a WDOC correctional facility:
  - i. Meals are not an entitlement. Additional or premium time or pay shall not be provided as a substitute for meals that are not available, not offered, or not taken during the shift.
  - ii. Employees required to work during meal time may not leave the facility for the purpose of obtaining a meal. Employees may bring in a meal or eat the meal provided by the facility. Non-exempt employees shall record time spent consuming a meal authorized under this section as hours worked.
    - a. This applies to employees providing direct supervision of inmate dining during his/her assigned shift in a common dining room or at his/her post, or if the meal is delivered to inmates and staff within his/her work place as a regular business practice.
    - b. Staff shall continue to maintain appropriate inmate supervision during their meal.
  - iii. Employees with a scheduled unpaid lunch break must be relieved of duty during the unpaid time. Employees may consume a meal on site or leave the facility to obtain a meal.
- H. **Shift Brief for POST-Certified Employees.** A mandatory shift overlap shall be scheduled into each work day for POST-Certified staff assigned to positions requiring relief. The shift overlap period may be utilized for recording attendance, assigning or receiving duties, reporting of information, receiving in-service training, travel time to the assigned post, and/or for pre-shift or post assignment briefings. Time spent in shift brief will be recorded as hours worked.



**I. Reporting and Recording of Time Worked by WDOC Employees**

- 1. Accuracy of Time Records is Essential.** Time records must accurately report the number of actual hours and minutes physically worked each day that the employee reports to duty. The number of hours and minutes of leave time for each day that the employee utilizes leave must also be accurately recorded.

  - i.** It is the employee's responsibility to accurately record actual hours and minutes physically worked each day using the time clock or on-line timekeeping systems, any hours and minutes of leave time utilized each day and to review all timekeeping records received for accuracy. An employee who fails to accurately report time worked and/or leave usage may be subject to discipline up to and including dismissal.

    - a.** Time shall be recorded in fifteen (15) minute increments, with time taken or earned rounded to the nearest fifteen (15) minute increment.
    - b.** If an employee is absent from the work place for eight (8) or more minutes within any fifteen (15) minute increment, the employee shall report that fifteen (15) minute increment as leave time. (*For example: An employee who is eight (8) or more minutes late to work or leaves work eight (8) or more minutes early shall report the fifteen (15) minute increment as leave time.*)
    - c.** **Inaccurate reporting of time.** Those employees who use a time clock are expected to clock in and out on time. Employees who misuse the time clock in order to gain additional hours worked or leave are violating policy and are subject to disciplinary action up to and including dismissal from employment.
  - ii.** An employee's supervisor shall routinely monitor time reporting to help ensure that the employee accurately reports for each work cycle the number of actual hours and minutes physically worked each day and any hours and minutes of leave time utilized each pay period.
- 2. Monthly Time Reporting.** No later than the sixth (6<sup>th</sup>) calendar day of the month, all WDOC employees must review their time sheet and



acknowledge it accurately represents the hours worked and leave time used the previous month.

- i. Non-exempt employees must ensure time physically worked plus leave usage equals the employee's scheduled work hours for each work cycle/pay cycle.
  - a. For example, an employee's work cycle/pay cycle is forty (40) hours and the employee physically worked thirty-six (36) hours; therefore he/she must use four (4) hours of leave.
- ii. Exempt employees must record any leave usage for the monthly pay period. Leave usage should be reported on an hour for hour basis.
- iii. Leave should be approved and used in accordance with WDOC Policy and Procedure #1.208, *Employee Leave*.
  - a. In the event an employee did not work the full schedule and they do not have available leave time to cover the absence, they will be required to use leave without pay.
    - (1) The employee's monthly base pay will be reduced by the hours used as leave without pay. In cases of leave misuse the employee is subject to disciplinary action up to and including dismissal from employment.

**TABLE 1: Standard Workweek**

	Regularly scheduled work hours and minutes.	Total maximum hours physically worked within the pay cycle and compensated at the employee's base pay rate.	Hours physically worked and recorded as "Overtime Worked" within work cycle and compensated at a rate of 1 ½ times the hours physically worked
Seven-Day Workweek Schedule	40:00	40:00	Over 40:00
POST-Certified Staff with Shift Brief	41:15	40:00	Over 40:00



**TABLE 2: Eight (8) Day Work Cycles**

	Regularly scheduled work hours and minutes within Work Cycle	Total maximum hours physically worked within the pay cycle and compensated at the employee's base pay rate.	Hours physically worked and recorded as "Overtime Worked" within work cycle and compensated at a rate of 1 ½ times the hours physically worked
Eight-Day Card Schedule	49:00	49:00	Over 49:00

**V. TRAINING POINTS**

- A.** TRUE OR FALSE? Employees are entitled to take a break away from their regularly assigned work place and out of the view of inmates for the purpose of obtaining a meal, even if their schedule does not include an unpaid lunch break.
- B.** What staff has a mandatory shift overlap scheduled into each workday?
- C.** What is the standard work week for most WDOC employees?
- D.** What are the authorized work cycles that can be used to balance security staffing and resource needs at each correctional institution?
- E.** Who is responsible for accurately reporting the number of actual hours and minutes physically worked each day and any hours and minutes of leave time utilized each day?
- F.** What is the maximum number of hours of compensatory time an employee can accrue?
- G.** TRUE OR FALSE? Compensatory time that is not used prior to December 31<sup>st</sup> of the calendar year lapses and the employee is not compensated.
- H.** TRUE OR FALSE? Regardless of the work cycle that a correctional officer series employee is assigned to, he/she always begins to accrue overtime after forty (40) hours of work in the work cycle.